



COMMONWEALTH of VIRGINIA

DEPARTMENT OF SOCIAL SERVICES

May 16, 2008

Addendum No. 1 to all Offerors:

Request for Proposals: SVC-08-057
Titled: Management Guidance, Consulting and
Support Services to the State Association for
Resource Parents (FACES)
Dated: April 23, 2008
Proposals Due: May 27, 2008

The above is hereby changed to read:

See attached Changes to RFP, Clarifications, and Qs and As

Note: A signed acknowledgment of this addendum must be received by this office attached to your proposal. Signature on the addendum does not substitute for your signature on the original proposal document. The original document must also be signed.

Robert Earley, Contract Officer

Name of Organization

Signature and Title

Date

BACKGROUND: This document divided into three-parts provides additional information and explanation for RFP #SVC-08-057. The optional pre-proposal conference was held on May 8 and the RFP is due May 27, 2008 no later than 5:00 p.m.

SECTION 1: REFERENCE CHANGES TO RFP (R)

- 1 R **Reference Attachment C:** Strike 'SF424B –Assurances-Non-Construction Programs' from the list of requirements.
- 2 R **Reference Attachment H, RFP Checklist: Item 6,** replace the word "funs" with the word "funds."
3. R **Reference Section 4, Subsection B, Item 6, Proposed Budget with Budget Justification:** Additional requirement to read: "Submit a budget to cover the full possible 3 years of the project. Use the Itemized Revised Budget Sheets (Attachments B.1, B.2, B.3, and B.4) for each possible one-year period of the contract (initial year plus two one-year renewal periods)."
4. R **Reference Section 5, Item 7, Total Cost of Budget:** Change to read: "The organization submitting the budget with the total cost for the full period of the project, to include the initial year of performance plus the two optional renewal years, will be scored the full 15 points. The scores of all other budgets will be pro-rated against the 15 points.
- 5.R **Reference Attachment B, Budget Sheets:** Replace in its entirety with Attachments B.1, B.2, B.3, and B.4.

SECTION 2: CLARIFICATIONS (C)

- 1 C. The current contract that VDSS has with Puckett Institute Learning Alliance to develop a state organization for foster families will expire June 30, 2008. Under state procurement rules, the contract cannot be renewed. Through a competitive negotiation under Request for Proposals (RFP) # SVC-08-057, VDSS seeks a new contract to continue support to the state association for foster, adoptive and kinship families known as FACES.
2. C. Attachment J: Offerors are not required to provide response to Attachment J. Attachment J is included in the RFP to give Offerors an idea of what the Contractor will be required to submit monthly.
3. C Resumes and job descriptions discussed in the Specific Instructions section found in 3E Description of Staff and Responsibilities are not included in the 20 page Narrative limit. Offeror should provide a relevant summary of the staff skills and current position or if the position is one that

will be created, a summary of the job description. The details of a resume and job description may be included as an attachment.

SECTION 3: QUESTIONS (Q) & Answers (A)

1. Q Where the proposals should be delivered?

1. A As stated on the cover page of the RFP, proposals are to be delivered to the Virginia Department of Social Services, Robert Earley, Office of General Services, 7 North Eighth Street, Richmond VA 23219-3301.

2. Q Is the two year renewal to be awarded after the end of the first year?

2. A There are 2 one-year renewal options. Renewals are done one year at a time so VDSS would award the contract in year one and then has the option to do a renewal each of the next two years. Renewals are normally executed about 90 days before the end of contract periods.

3. Q Is a new application required with the renewal?

3. A No.

4. Q Will a new budget be required with the renewal application?

4. A Yes. However, offerors are required to submit with their proposal a budget for each possible year of the project using a separate Itemized Budget Sheet.

5. Q When the contract was renewed, was the same level of funding awarded during the renewal?

5. A Yes.

6. Q Does the existing contract dollar amount remain the same in 2008?

6. A Currently VDSS has a \$207,000 contract with Puckett. \$207,000 was awarded during each of the three years.

7. Q Is the agency required to have physical office sites throughout Virginia?

7. A No, the agency is not required to have physical office sites throughout Virginia.

8. Q Is the budgeted amount available for this RFP similar to the amount originally awarded in 2005 or, is available funds significantly different at this time?

8. A Currently VDSS has a \$207,000 contract with Puckett. The \$207,000 was awarded during each of the three years.

9. Q Who currently is the administrator for the FACES website? Is it handled by Puckett using FACES funds? How is it expected to continue?

9. A See FACES itemized budget for 2006 & 2007.

10. Q Does FACES currently have its own office space? Again, is it housed in Puckett's space, or a separate location?

10. A The Puckett project coordinator to FACES has an office at Voices for Virginia's Children, 701 East Franklin Street, Ste 807, Richmond, VA 23219.

11. Q Is it allowable for the contractor to partner with for-profit agencies to make services accessible to all foster/adoptive/resource parents from all types of agencies?

11. A The contractor may sub-contract portions of services to for-profit sub-contractors, but the major portion of the work shall not be sub-contracted to for-profit contractors.

Section H indicates the need to outline action steps to hire an executive director:

12. Q Is it the intention to hire an executive director during the course of the one, two or three year budget period?

12. A It is expected that the offeror, based on their experience with 501 (c) (3) organizations and the purpose of the RFP, will provide a timeline that forecasts the hiring of the executive director for FACES. The point-in-time on this graphic should logically flow with planned activities, board trainings and ongoing feedback and evaluation of the state of the organization. In the RFP, Section B, Specific Instructions, Item 3H (page 9); it gives the point-in-time as January 30, 2010. Based on other factors, this time could be sooner or later; however, in all the date options, the burden is on the offeror to make the case.

13. Q If so is it the expectation that the director's salary would be supplied from the contract itself or is other funds available?

13. A The director's salary will be supplied from the contract.

14. Q If it is to be supplied from the contract, would the director be an employee of FACES or of the awardee during the course of the contract?

14. A The director is to be an employee of FACES.

15. Q What is the legal status of FACES? Is it a 501-3c organization? Does it have a 990 on file?

15. A FACES is a 501 (c) (3) organization. FACES has not completed an IRS form 990 since they just received there 501 (c) (3) this year. They will have to do this at the end of their fiscal year which is in July.

16. Q Does FACES have a current budget? Is there a sub-budget? How would the offeror determine what that is?

16. A The FACES budget for 2006 and 2007 is an attached ADOBE file. If you are not able to open the file, please email Lyndell Lewis at Lyndell.lewis@dss.virginia.gov.

17. Q Is there any way to get an inventory of existing FACES equipment?

17. A The only "capital" expenses were 06-07 \$2,431 for a computer for the project coordinator which is found under Equipment (see Expenditure Attachment) purchased and in 07-08 again under equipment a printer was purchased for \$499.99.

18. Q Is it possible to get a copy of the FACES Annual Report and current Business Plan?

18. A The following documents have been updated and can be found on the FACES website at www.facesofvirginia.org:

- Bylaws
- Business Plan
- Communications Plan, and
- Getting Started Manual

19. Q Do you know whether the Puckett Institute intends to submit a proposal for this work?

19. A It is not known if Puckett Institute will submit a proposal.

20. Q What entity will be the primary contact for the vendor on this project, and approve deliverables? Will it be the FACES Executive Director, the FACES Board of Directors, or a State agent?

20. A The Purchasing Agency for this RFP is the Commonwealth of Virginia, Department of Social Services (VDSS). Therefore, VDSS, the Foster Care Unit staff, will be the primary contact for the vendor on this project, and approve deliverables. See RFP, Section 8 – General Terms and Conditions and Section 9 – Special Terms and Conditions.

21. Q Is the logic model included in the 20 page limit?

21. A No, the Logic Model is not included in the 20 page limit. The 20 page limit applies to Section B, Specific Instructions, Item #3, Project Activities/Outcomes Narrative, sub-sections A-I.

22. Q Is any state funding included in the executive director's salary?

22. A Social Services Block Grant (SSBG) is the funding source for this RFP.